

MONTANA LOCAL TECHNICAL ASSISTANCE PROGRAM
FIRST QUARTERLY ACTIVITY REPORT
JULY THROUGH SEPTEMBER 2005

Prepared by
STEVEN V. JENKINS
of the
LOCAL TECHNICAL ASSISTANCE PROGRAM

Prepared for the
STATE OF MONTANA
DEPARTMENT OF TRANSPORTATION
RESEARCH PROGRAM
in cooperation with the
U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

The opinions, findings and conclusions expressed in this publication are those of the authors and not necessarily those of the State of Montana, Department of Transportation or the Federal Highway Administration.

CONTRACT REQUIREMENTS

GENERAL

The LTAP staff currently consists of Steven V. Jenkins, Director, Lois Evans, Conference Coordinator/Administrative Associate, Michele Beck, Graphic Designer and two student employees.

Task A – Compile and Maintain a Mailing List

Changes to the mailing list this quarter came from quarterly newsletter and address change forms, workshops, and telephone calls to the LTAP Center. Table 1 provides a summary of all changes within the quarter.

Table 1: Mailing List (as of September, 2005)

Category	Prior Count	Additions Or Deletions	Current Count
Federal	193	+1	194
State	256	0	256
County	463	-2	461
City	283	0	283
Tribal	27	0	27
Private	336	0	336
Other	57	-	57
Total	1615	-1	1614

Figure 1 and Table 2 show the amount of monies budgeted for this task versus the costs-to-date (in direct costs).

Figure 1: Mailing List Budget vs. Costs-to-Date

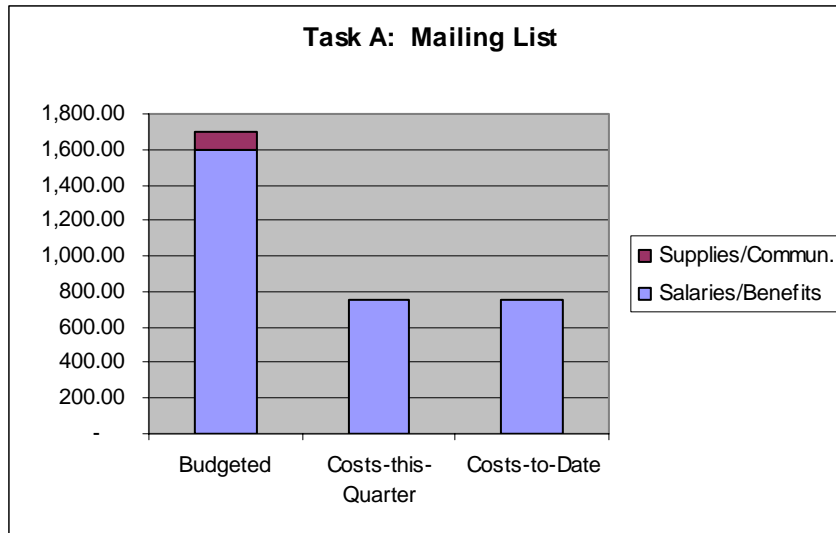


Table 2: Mailing List Budget Summary

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$400.00	757.41	\$1,600.00	757.41
Supplies/Communications	25.00	0	100.00	0
Total Direct Costs	\$425.00	\$757.41	\$1,700.00	\$757.41

Task B – Publish a Quarterly Newsletter

The first quarterly newsletter (July, August, September) for 2006 was published in July 2005. It contained the following articles: Sign Vandalism, NACE Report, Goodbye from Donnetta, The need for Plasticity in the Mix, MACRS Conference, MACRS President’s Message, West Nile Virus, and new library publications and videos.

Approximately 2.4% of the Director’s time and 21.1% of the Graphics Designer’s time was spent publishing the Newsletter during this quarter.

Figure 2 and Table 3 show the amount of monies budgeted for Task B versus the costs-to-date (in direct costs).

Figure 2: Newsletter Budget vs. Costs-to-Date

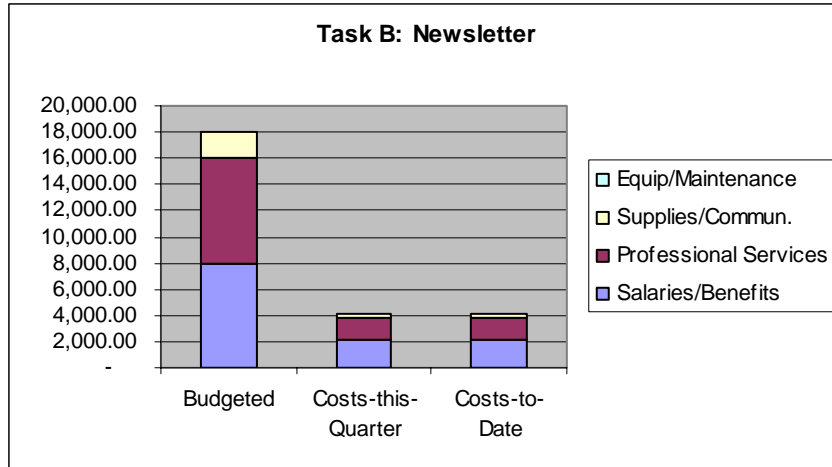


Table 3: Newsletter Budget Summary

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$2,000.00	2,099.67	\$8,000.00	2,099.67
Printing (professional svc.)	2,000.00	1,761.78	8,000.00	1,761.78
Supplies/Communications	500.00	268.46	2,000.00	268.46
Equipment	0.00	0	0.00	0
Total Direct Costs	\$4,500.00	\$4,129.91	\$18,000.00	\$4,129.91

Task C – Provide Technology Transfer Materials

The number of publications mailed this quarter is listed by category of requesting party: Table 4.

Table 4: Publications (July 1 – September 30, 2005)

	FHWA Publications	SHRP Publications	Other Publications
Federal	-	-	199
State	-	-	263
County	-	-	1,166
City	-	-	308
Tribal	-	-	27
Private	-	-	396
Other	-	-	84
Total	-	-	2,443

Software mailed this quarter is shown by category of requesting party: Table 5.

Table 5: Software (July 1 – September 30, 2005)

Agency	Orders Per Agency	Total Software Sent
Federal	-	-
State	-	-
County	-	-
City	1	3
Tribal	-	-
Private	-	-
Other	-	-
Total	1	3

The total number of videotapes mailed this quarter by category of requesting party: Table 6.

Table 6: Videotapes (July 1 – September, 2005)

Agency	Orders Per Agency	Total Videotapes Sent
Federal	-	-
State	2	2
County	6	10
City	6	11
Tribal	0	0
Private	0	0
Other	0	0
Total	14	23

Approximately 2.6% of the Director's time, 3.4% of the Conference Coordinator's time and 18.2% of the Graphics Designer's time was spent on this task during the quarter.

Figure 3 and Table 7 show the amount of monies budgeted for Task C versus the costs-to-date (in direct costs)

Figure 3: Technology Transfer Materials Budget vs. Costs-to-Date

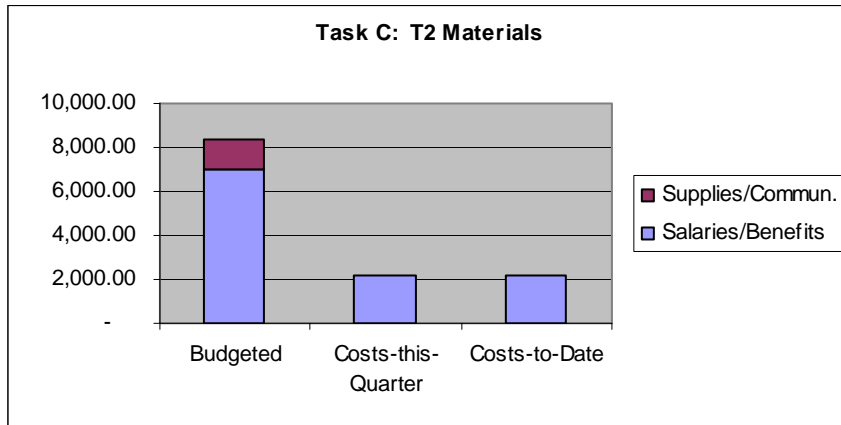


Table 7: Technology Transfer Materials Budget Summary

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$1,750.00	2,223.91	\$7,000.00	2,223.91
Purchase Pool	400.00	440.75	1,600.00	440.75
Supplies/Communications	350.00		1,400.00	
Total Direct Costs	\$2,500.00	\$2,664.66	\$10,000.00	\$2,664.66

Task D – Provide Information and On-Site Technical Assistance

The Director spent 14.4% of his time providing 61 separate instances of technical assistance. 6.3% of the Conference Coordinator's time and 56.7% of the Graphic Designer's time was spent on technical assistance this quarter.

The number of WATTS line calls in July, August, and September were 373 for approximately 20 hours of communication.

Figure 4 and Table 8 show the amount of monies budgeted for Task D versus the costs-to-date (in direct costs).

Figure 4: Information/Technical Assistance Budget vs. Costs-to-Date

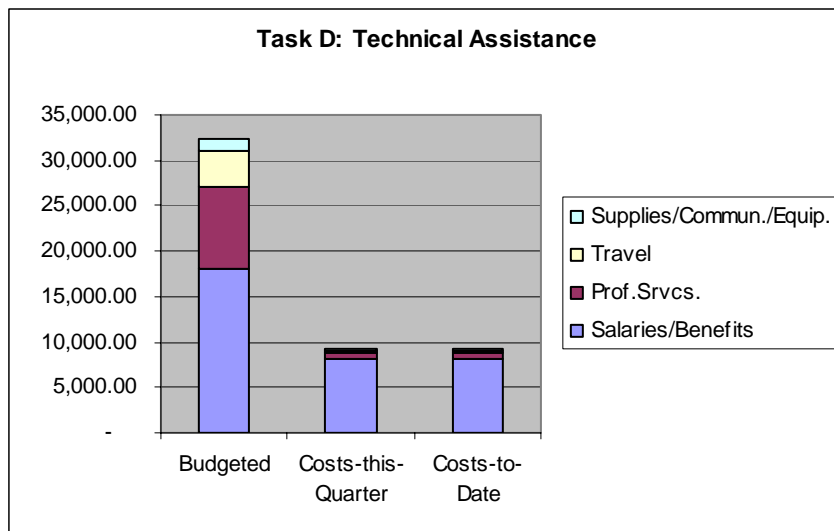


Table 8: Information/Technical Assistance Budget Summary

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$4,500.00	8,190.87	\$18,000.00	8,190.87
Professional Services	2,250.00	550.00	9,000.00	550.00
Travel	1,000.00	200.09	4,000.00	200.09
Supplies/Communications	350.00	335.20	1,400.00	335.20
Equipment	250.00	62.00	1000.00	62.00
Total Direct Costs	\$8,350.00	\$9,338.16	\$33,400.00	\$9,338.16

Task E – Conduct or Arrange Seminars/Training Sessions

During this three-month period, six workshops have been given at various locations throughout Montana. The variety of topics offered covers all aspects of the LTAP mission statement. The workshops included: Safety – Slips, Trips, and Falls, 16th Annual Equipment Operator Training & Snow Rodeo, League of Cities and Towns – Transportation/Water/ Leadership, and Workforce Development – Equipment & Leadership.

Approximately 75.8% of the Director's time and 89.5% of the Conference Coordinator's time was spent on this task during the quarter.

Table 9: Workshops/Training Sessions Conducted (July 1 – September 30, 2005)

#	DATE	WORKSHOP NAME	LOCATION	#	INSTRUCTOR
1	9-01-05	Safety – Slips, Trips, & Falls	Billings	21	Jenkins
2	9/7-8/05	16 th Annual Equipment Operator Training & Snow Rodeo	Great Falls	93	Jenkins
3	9/26/05	Workforce Development – Equipment & Leadership	Great Falls	8	Jenkins
4	9/27/05	League of Cities & Towns – Transportation/Water/Leadership	Helena	22	Jenkins
5	9/28/05	Workforce Development – Equipment & Leadership	Missoula	25	Jenkins
6	9/29/05	Workforce Development – Equipment & Leadership	Butte	36	Jenkins
		Total		205	

Figure 5 and Table 10 show the amount of monies budgeted for Task E versus costs-to-date (in direct costs).

Figure 5: Seminars/Training Sessions Budget vs Costs-to-Date

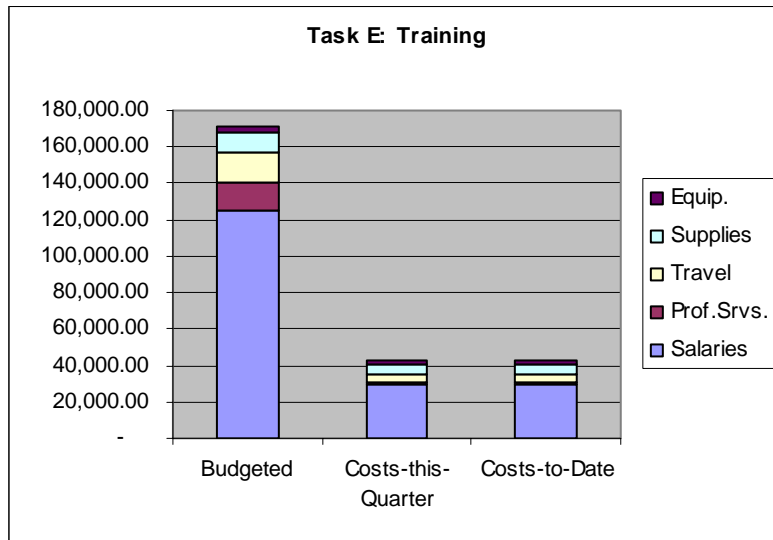


Table 10: Seminars/Training Sessions Budget Summary

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$31,366.50	30,004.72	\$125,466.00	30,004.72
Professional Services	3,750.00	265.15	15,000.00	265.15
Travel	4,031.75	4,367.16	16,127.00	4,367.16
Supplies*/Communications	2,833.50	5,768.19	11,334.00	5,768.19
Equipment	750.00	1,885.84	3000.00	1,885.84
Total Direct Costs	\$42,731.75	\$42,291.06	\$170,927.00	\$42,291.06

*Supplies include conference services costs related to workshops/seminars

Task F – Evaluation

This task includes preparation of the Quarterly/Year-end Report, workshop/training evaluation summarization, and preparation for the annual LTAP Advisory Board meeting

Approximately 3.2% of the Director's time was spent on this task during the quarter.

Figure 6 and Table 11 show the amount of monies budgeted for Task F versus the costs-to-date (in direct costs).

Figure 6: Evaluation Budget vs. Costs-to-Date

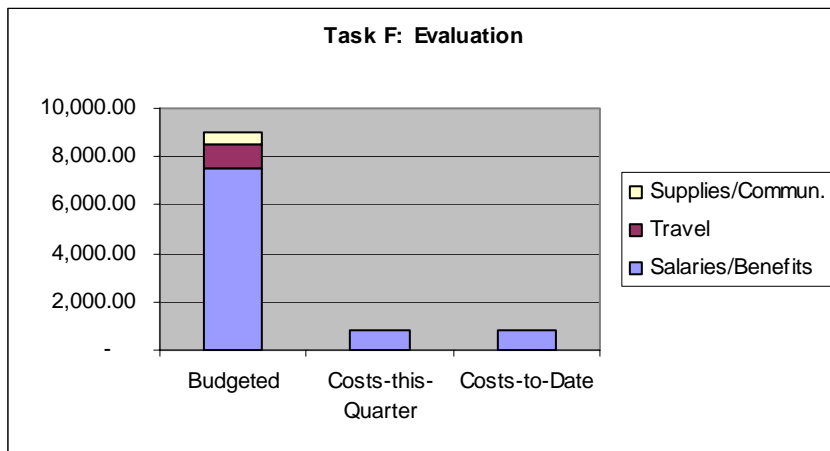


Table 11: Evaluation Budget Summary

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$1,875.00	815.68	\$7,500.00	815.68
Travel	250.00	0	1,000.00	0
Supplies/Communications	125.00	0	500.00	0
Total Direct Costs	\$2,250.00	\$815.68	\$9,000.00	\$815.68

Task G – Special Projects

Figure 7: Special Project Budget vs. Costs-to-Date

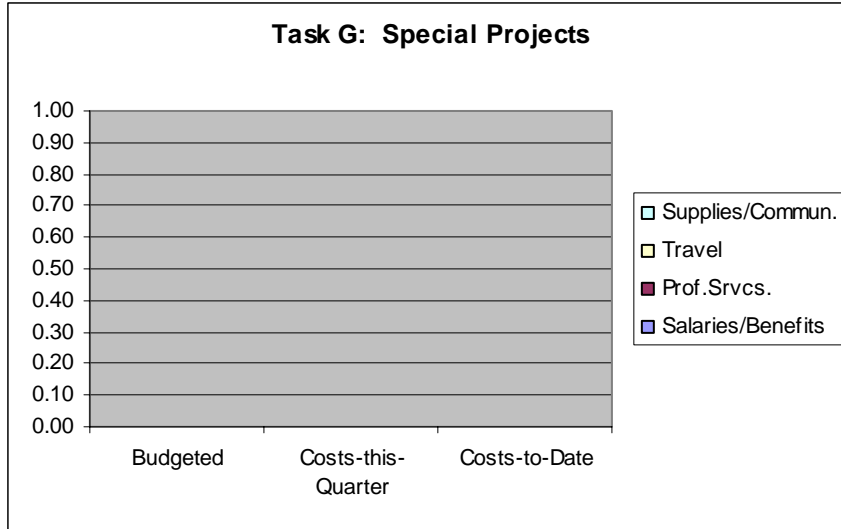


Table 12: Special Project Budget Summary

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	0.00	0.00	0.00	0.00
Professional Services	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00
Supplies/Communications	0.00	0.00	0.00	0.00
Total Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00

Other Costs

Other costs not associated with a specific task (i.e., supplies, administrative/accounting work, general office filing, travel to LTAP annual meeting, training new employees, etc.) have been summarized in Table 13.

Figure 8: Other Costs Budget

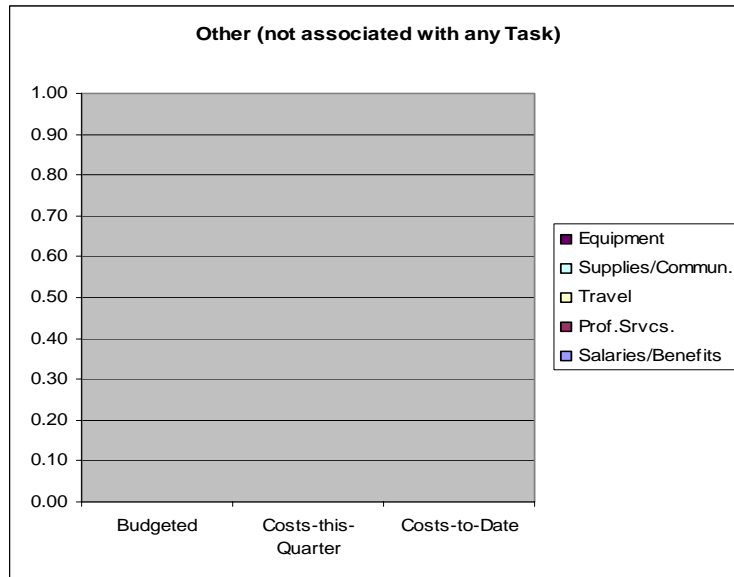


Table 13: Other Costs

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$0.00	0.00	\$0.00	\$0.00
Professional Services	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00
Supplies/Communications	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
Total Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00

BUDGET SUMMARY BY CATEGORY

First Quarter 2005

(Sums may reflect \$ amounts rounded to the nearest cent.)

Direct Costs	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-date Actual Charges
Salaries/Benefits	\$41,686.00	44,092.27	\$166,744.00	44,092.27
Professional Services	8,500.00	2,576.93	34,000.00	2,576.93
Travel	4,862.25	4,567.25	19,449.00	4,567.25
Supplies/Communications	4,708.50	6,812.60	18,834.00	6,812.60
Equipment	1000.00	1,947.84	4,000.00	1,947.84
Total Direct Costs	\$60,756.75	59,996.89	\$243,027.00	59,996.89
Indirect Costs	14,493.25	14,311.99	57,973.00	14,311.99
Total Direct and Indirect Costs	\$75,250.00	\$74,308.87	\$301,000.00	\$74,308.87

BUDGET SUMMARY BY TASK

First Quarter 2005

(Sums may reflect \$ amounts rounded to the nearest cent.)

Task	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-date Actual Charges
Mailing List	\$ 425.00	757.41	\$ 1,700.00	757.41
Newsletter	4,500.00	4,129.91	18,000.00	4,129.91
Technology Transfer Materials	2,500.00	2,664.66	10,000.00	2,664.66
Information/Technical Assistance	8,350.00	9,338.16	33,400.00	9,338.16
Seminars/Training Sessions	42,731.75	42,291.06	170,927.00	42,291.06
Evaluation	2,250.00	815.68	9,000.00	815.68
Special Projects	0.00	0.00	0.00	0.00
Other Costs	0.00	0.00	0.00	0.00
Total Costs	\$ 60,756.75	\$59,996.88	\$243,027.00	\$59,996.88

SUMMARY

Based on requests from counties and cities, this quarter's focus was on workforce development. Equipment and survey training, along with equipment competition, was provided at the annual snow rodeo. Each of the MACRS districts also hosted training on loader, backhoe, and truck operations. Leadership training was conducted to ensure better communication between all levels of employees. Other safety training was also offered.